

VMRII-VRO GUIDELINE - BANK ACCOUNT (ACH)-CHANGE

Checklist Reference - Bank Account (ACH) Change

What authorizes an ACH Change?

Changes to a vendor's ACH information can come from either the vendor or the Bank of North Dakota, and both must be in writing.

- Changes requested by the vendor must be done using the ACH AUTHORIZATION FORM SFN 51620 and signed by an authorized staff member of the vendor.
- Paperwork received from the Bank of North Dakota indicating a problem with information in the vendor record.
- This information is not to be accepted or given out over the phone or by email.
- All business units must forward a copy of all ACH paperwork to the Vendor Registry Office to be filed.

Should ACH information be attached to the default location?

Yes, if the default location is the only location. No, if there are multiple locations.

Should the ACH change be made on all locations?

- **No**, do not change or adjust ACH information on cities, counties, schools, interfaces or any location identified for a state agency. They may have a specific type of bank account grant payments or interfaces. Changes to these types of accounts can result in numerous problems.
Refer any ACH changes for these entities to the Vendor Registry Office.
- **No**, if the location is set up for a specific agency (COMMERCE USE ONLY).
- **Yes**, if the old account number is on all of the locations. Vendors may have multiple remittance addresses but only one account for all payments.
- **Yes**, if the vendor indicates in writing that the change is all inclusive. Only change the location attached to the address indicated by the vendor when requesting the change, however.
- **No**, if the vendor has multiple addresses – change only the locations attached to the address indicated by the vendor requesting the change.

GENERAL INFORMATION:

1. Bank Routing Numbers: Routing numbers, also known as ABA numbers, are always 9 digits – no more, no less. Currently, the only 9-digit routing numbers accepted through the federal reserve system for ACH begin with the first three numbers 011 through 325 (i.e., 011000015 through 325280039).

VMRII-VRO GUIDELINE - BANK ACCOUNT (ACH)-CHANGE

2. Larger banks such as Wells Fargo and US Bank sometimes use *branch* numbers on their deposit slips rather than actual routing numbers. If a vendor states that their routing number begins with a "5" or any number other than 0, 1, 2, or 3, this number will not process a direct deposit payment.
 - a. For Wells Fargo banks within ND, please use the routing number of **091300010**.
 - b. For US Bank branches within ND, please use **091300023** for the ABA number.

How is an ACH change made?

See the Bank Account (ACH) Change Checklist.

Why does the paperwork need to be forwarded to the VRO?

Only Vendor Registry can see which business units have outstanding vouchers that may be affected by changes to bank accounts. Also, the majority of interfaces tied to locations belong to state agencies, and the Vendor Registry Office would prefer to fix those.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.